

# Ethics: participating in fundraising activities

**BY PAT ELDER**

377th Air Base Wing  
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The rules authorizing Air Force employee participation in on-base or on-duty fundraising activities are complicated.

Before making a commitment to engage in fundraising activities, Air Force employees, military and civilian, should first seek advice from an ethics counselor in the Staff Judge Advocate Office. The rules are broken into the three categories of fundraising activities:

★ Participation in *official* fundraising activities

★ Participation in *unofficial* fundraising activities

★ Participation in *unofficial* fundraising activities for internal employee organization welfare funds

The rules on fundraising seem to get tighter each year. This is most likely due to past excess and abuses. Violations of ethics rules can lead to disciplinary action, so a general understanding is not a substitute for obtaining advice, preferably in writing, from the Staff Judge Advocate concerning the specific fundraising activities.

The basic rules are found in Air Force Instruction 36-3101, *Fundraising in the Air Force*.

## Participation in official fundraising activities

The basic rule for federal employees is that official support for a private fundraiser is not authorized unless a specific authority, a statute, executive order or regulation permits it.

Only two fundraising campaigns have that authorization: the Combined Federal Campaign and the Air Force Assistance Fund campaign. Air

Force employees may officially endorse fundraising efforts, use their government title and organization name in support of those efforts, and use government time, equipment, supplies only for the Combined Federal Campaign and Air Force Assistance Fund campaign.

## Participation in unofficial fundraising activities

Military personnel and Air Force employees may choose to participate in other fundraising campaigns in their personal capacities when off-duty, i.e., as private citizens or as members of base-affiliated authorized private organizations.

The installation commander may approve requests by Air Force employees to conduct off-duty on-base unofficial fundraising efforts in their personal capacity if the event will take place outside of the workplace.

Air Force employees should avoid using official e-mail systems to inform other employees about unofficial fundraising activities because e-mail solicitations are considered "in the workplace" fundraising.

For fundraising purposes, "the workplace" includes offices, hangars, and the flightline. "Outside of the workplace" includes base quarters, entrances, lobbies or concourses of buildings, schools, and chapels.

In certain circumstances set forth in the DOD joint ethics regulation, the installation commander may allow a non-federal organization to use government facilities or equipment for a fundraising event. Also, upon written request, the installation commander may authorize the publication of information (e.g., Commander's Access Channel) about off-base fundraising activities, requests

for volunteers, or similar efforts if the event does not occur during the two official campaigns.

Air Force employees may not:

★ Use official time to support an unofficial fundraising event, including using official time to serve on a planning committee, advisory board, or oversight board.

★ Use government resources (e.g., funds, equipment, vehicles, supplies, postage) to support an unofficial fundraising effort, except when the installation commander authorizes publicizing the event.

★ Officially endorse or appear to endorse an unofficial event or effort.

★ Use or allow others to use their official title or the name of their government organization in connection with an unofficial fundraising event or effort.

★ Solicit funds or other support (e.g., personal time) from subordinates in connection with an unofficial fundraising event or effort.

★ Solicit personnel junior in rank or grade to purchase items in connection with an unofficial fundraising event or effort.

★ Solicit funds or other support from a DOD contractor.

## Participation in unofficial fundraising activities for internal employee organization welfare funds

Regulations permit a certain amount of fundraising for internal employee welfare funds when the Combined Federal Campaign or Air Force Assistance Fund are not ongoing.

A fundraising event or effort is for an internal employee welfare fund (e.g., unit booster fund) if the following three conditions are met:

★ The fundraising is by a unit or organization composed primarily of DOD employees (military or civilian) or their dependents;

★ The fundraising is conducted among the members of the unit or organization; and

★ The fundraising is for the benefit of a welfare fund for the members of the unit or organization or their dependents.

The installation commander has delegated approval authority to the 377th Services Squadron commander for off-duty on-base fundraising by private organizations or unofficial activities in accordance with Air Force Instruction 34-223, *Private Organization (PO) Program*, paragraph 10.9.

Such fundraising must occur outside of the workplace. Unless an organization has e-mail bulletin board or public folder set up for non-official postings in accordance with Air Force Instruction 33-119, *Electronic (E-Mail) Management and Use*, commanders should not allow use of official e-mail systems to disseminate information on unofficial fundraising.

Broadcast e-mail solicitations are considered "in the workplace" because employees normally read their e-mail at their desk and are therefore improper.

The fundraising rules and restrictions are available in Air Force Instruction 36-3101, *Fundraising Within the Air Force*, and Air Force Instruction 34-223, *Private Organization (PO) Program*.

Ethics counselors in the 377th Air Base Wing Legal Office are available to provide advice on permissible activities associated with proposed fundraising activities.

## Thank You TEAM KIRTLAND

**BY 1ST LT.**

**DOUGLAS CHILSON**

Air Force Assistance Fund  
project officer

With your help, we achieved our goal of 100 percent contact and raised a combined total over \$56,000—more than 99 percent of our base goal, \$56,590.

A huge thank you to Kirtland's civilian employees who donated over \$3,200 to the Air Force Assistance Fund.

You got the word and took the initiative to bring support to your active duty co-workers here.

The funds raised will go to help Airmen and their families across the Air Force who have need in the coming year.

A very special thank you to the Airman Leadership School, Air Force Safety Center, Air Force Inspection Agency, Air Force Research Laboratory, Air Force Opera-

tional Test and Evaluation Center and all of 377th Services Squadron for donating personnel and equipment to support our fundraisers.

Thank you to the Army and Air Force Exchange Service and Krispy Kreme for your logistical support of the campaign.

To every unit point of contact, every volunteer, and of course everyone who donated, thank you for helping Kirtland AFB to continue over 60 years of tradition, "Airmen helping Airmen." We could not have raised the funds we raised without the help of each and every one of you.

# Safety leaves motorcycle riders with no margin for error

**BY 2ND LT. ALYSON TEETER**

Air Combat Command Public Affairs

**LANGLEY AFB, Va. (AFPN)**—In December, a young Airman was visiting his family for the holidays. After dinner and a movie with his mother, he told her he was going for a ride on his motorcycle. That was the last time she saw her son alive.

He was 10 minutes from home when he lost control of his bike and was killed instantly. He was wearing the necessary protective gear, had not been drinking, had received all the required training and was considered a safe rider.

"He worked hard as a turbo-prop apprentice and was well respected by his peers and supervisors," said the Airman's squadron commander, Lt. Col. Thomas Fitch of the 355th Component Maintenance Squadron at Davis-Monthan AFB, Ariz. "This young man was trained, briefed and sober, and still made a mistake that cost him his life."

This is one of many stories that highlight a dramatic rise in motorcycle and vehicle mishaps in the Air Force. In 2002, there were 19 motorcycle deaths—a 200 percent increase from the previous year. The high mishap rate has continued into 2003.

Airman 1st Class Wayne Anema, a riding partner of the Airman who was killed, became president of the base motorcycle advisory council at

## 101 Critical Days of Summer

Davis-Monthan after his friend's death.

"We find that Airmen are safety-conscious on the job, but forget about risks at home," said Chief Master Sgt. Wil Early, head of Air Combat Command ground safety. "What we need to practice is PRM: personal risk management."

Personal risk management is similar to the Air Force's concept of operational risk management, but it is a mindset that encourages military people to be safety conscious at all times, Early said. His command has started teaching personal risk management to young Airmen because 65 percent of motorcycle fatalities are among grades E-1 to E-4.

"There has never been easier access to extremely high-performance

bikes than there is today," Fitch said. "For a few thousand dollars, (Airmen) can buy a machine that will do 150 mph right off the lot. Unfortunately, the combination of youth, inexperience, fearlessness and powerful machinery can be deadly."

As a motorcycle rider, Anema agrees. "Inexperienced riders are buying powerful motorcycles, and they don't have respect for their vehicle," he said. "My advice is that if you see a rider doing something stupid on their motorcycle, don't be afraid to stop them."

Just as Airmen must follow standards of behavior during duty hours, motorcycle riders are expected to observe a code of conduct while riding their bikes off-duty. The Air Force requires motorcycle riders to obey operational and protective equipment requirements, along with standards of conduct.

Operational safety requirements:

- ★ Headlights must be on.

- ★ Rear-view mirrors.

Required protective equipment:

- ★ Protective helmet.

- ★ Eye-protective device.

- ★ Sturdy footwear.

- ★ Long-sleeved shirt or jacket.

- ★ Long-legged trousers.

- ★ Full-fingered gloves.

- ★ Brightly colored or contrasting upper garment during the day and a reflective garment during the night.

Standards of conduct:

- ★ Obey the posted speed limits.

- ★ Drive according to road and weather conditions.

- ★ Accomplish mandatory training.

- ★ Maintain proper bearing and behavior.

- ★ Never attempt to operate the motorcycle beyond your or its capabilities.

- ★ Don't drink and drive—ever.

- ★ Never let anyone ride your motorcycle who is not properly trained.

Air Force members need to be healthy and able to fight in the ongoing war against terrorism and to support operations around the world, said Lt. Gen. Bruce Wright, the Air Combat Command vice commander.

"Above all, we are Airmen 24 hours a day, 365 days a year. We have a professional responsibility and we took an oath to be ready to defend this country," he said. "Today, taking care of ourselves and each other, and managing and controlling risks, are ultimate responsibilities for all of us."

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